



Idaho
Emergency
Communications
Commission

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

4040 W. Guard St.

BOISE, ID 83705

OFFICIAL MINUTES

A meeting of the Idaho Emergency Communications Commission (ECC) was held on January 3, 2008 in Building 440 on Gowen Field, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:30 p.m. A quorum was present.

Members Present:

- Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
- Teresa Baker, Ada County Prosecutor's Office
- Clint Berry, Qwest, Boise
- Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
- Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
- R. David Moore, Blackfoot Police Chief, Commission Treasurer
- Kevin Quick, Chief, Pocatello Fire Department
- Chris Smith, Idaho Sheriffs Association

Members Absent:

- Matt Beebe, Canyon County Commissioner
- Troy Hagen, Ada County Paramedics
- Jim Lemm, J & R Electronics, INC., Coeur d'Alene
- Bill Shawver, Incoming Director Homeland Security
- Rich Wills, State Representative, Commission Vice-Chairman
- Mitchell Toryanski, Lead Deputy Attorney General and Ex-Officio Member

Others Present:

- Gayle Alvarez, Idaho Military Division
- Carmen Boeger, City of Nampa, - via teleconference
- Bruce Bowler, Madison County, - via teleconference
- Dodie Collier, SIEC
- Kevin Cox, Bonneville County, - via teleconference
- Lorraine Elfering, Canyon County, - via teleconference
- Nancy Gollaher, Idaho Military Division
- Eddie Goldsmith, ECC Project Manager
- Bob Greenlaw, Blaine County, - via teleconference
- Matt Howarth, Motorola
- Dawn Lathem, Bonneville County, - via teleconference
- William Miller, Idaho Aviation Association, VP Government Affairs
- Gene Ramsey, Blaine County, Madison County, - via teleconference
- Valee Wills, Teton County- via teleconference

Approval of Agenda

Chairman Nancolas asked for a review of the Agenda.

MOTION: Cronin moved and Quick seconded that the Commission approve the Agenda for the January 3, 2008, Idaho Emergency Communications Commission meeting as amended. The motion passed.

Approval of Minutes

Chairman Nancolas asked for a review of the December 2007 Minutes.

MOTION: Berry moved and Smith seconded that the Commission approve the minutes of the December 6, 2007, Idaho Emergency Communications Commission meeting as amended. The motion passed.

Financial Report

Commissioner Moore presented:

2007 Closeout Budget

The FY 2007 Budget was \$129,465; the total expenditures were \$113,686 which leaves a surplus of \$15,779.

On the revenue side, we collected 155,674 the projected amount was \$114,700 which leaves a surplus of \$41, 980.

Moore asked that the budget be accepted.

MOTION: Baker moved and Smith seconded that the 2007 Closeout Budget be approved. The motion passed.

Nancolas asked if the surplus was carried over into 2008. Moore stated that yes it was.

2008 Budget

Expenditures to date are \$26,280, remaining balance is \$235,503. Revenue collected to date is \$45,231.

Moore asked that the budget be accepted.

Nancolas asked if the funds were in an interest bearing account. Nancy Gollaher responded. The monies do reside in the State Pool/State Treasury; she will look into the possibility of having the funds earn interest and what if any requirements there are.

MOTION: Quick moved and Cronin seconded that the 2008 Budget be approved and that the option of the account earning interest be investigated as discussed. The motion passed.

Nancolas then informed the Commission that today is Baker's Birthday, the Council then wished Baker a Happy Birthday.

SIEC Update

Dodie Collier briefed the Commission on the SIEC.

Included in the packets given to the Commission is a handout on the PSIC grants which should help answer some of the questions which have been coming up. It includes a map showing the areas where the funds will be used.

The SIEC had 2 meetings in November, the regular meeting which was held in Twin Falls and a Special meeting which was held in Boise to review the Grant Program Distribution Selection Process

Nov SIEC meeting Twin Falls: 15 November 2007

- Project updates from Canyon, Blaine counties
- CTA assessment – goal, the basis for the statewide design / build.
- CTA was in:
 - North and North Central Idaho the week of November 26th
 - Southeast Idaho the week of December 7th.
 - Northeast – January 14 – January 25
 - Central – January 22 – February 1 (CTA will travel and arrive on Jan 21st and begin interviews on the 22nd)
 - Southwest – January 28 – February 8

The Bureau of Homeland Security Area Field Officers are coordinating the county assessment interviews with CTA. Assessment will be complete in October of 2008.

- PSIC recommendation set over to Special Meeting.

Nov SIEC Spec Meeting Gowen: 17 November 2007

- A Special Meeting of the Statewide Interoperability Executive Council (SIEC) was held at Gowen Field Building 440 Room 275 to address the following agenda item from the November 15 2007 SIEC meeting: *Public Safety Interoperable Communications (PSIC) Grant Program Distribution Selection Process and Recommendation*
- The SIEC/PSIC Working Group recommended the following projects and amounts be selected and included with the State of Idaho application for PSIC funding due 12/3/07: **Ada** County- \$250,000; **Canyon** County \$1,198,334; **Clark** County \$320,000; **Kootenai** County Investment Justification #1; \$2,235,138; **Bonner** County \$640,000; **Boundary** County \$33,505; **Blaine** County \$1,161,540; **Caribou** County \$250,000 and **Fremont** County \$326,717.00.

The next SIEC meeting will be held at Gowen Field, Bldg 440 on 24 January at 9:00 a.m.

Berry asked if the Interview Guide for the assessments was available. Collier will forward it to Goldsmith for distribution as needed/requested.

Berry asked what the expected outcome is. Collier replied that it is the information that is needed for the design build RFP.

E911 Program Manager Report

Eddie Goldsmith reported the following:

December 3 - I attended a meeting with the 911 Manager of Elmore County to discuss a MOU with Mountain Home Air Force base.

December 4 - I attended the Elmore County E911 Board meeting.

December 7 - I assisted Elmore County 911 with final data base requirements for their new telephone system.

December 12 and 13 - I participated in a conference call with Elmore County, QWEST and Positron to discuss their go live date for Enhanced 911.

December 17 - I traveled to Madison County for a PSAP visit. I conducted PSAP visits the remainder of the week in Jefferson County, Fremont County, Teton County, and Power County.

December 27 - I attended a meeting in Elmore County to discuss the move of the Elmore County 911 into their new Center. There will be a final visit on January 10. Dates have been confirmed and they will do their cutover to enhanced 911 on January 24.

I received a request from Valley County to assist them in moving forward with their Enhanced 911 project. I supplied them with a sample RFP for CPE equipment and in the next couple of weeks I will

visit to assist them with the preliminary processes for moving forward and currently have scheduled a meeting on January 17 to attend their 911 Board meeting. Washington County will be enhanced sometime in January 2008, no specific date available.

Sub-Committee Reports

Teresa Baker briefed the Commission on the Legislative sub-committee's actions.

The draft legislation has been submitted to the Legislative Council and will soon be in RS format. She recommends that some of the changes mentioned in the legislation be incorporated into the report to the Legislature. A summary would probably be the best and can raise the urgency of the situation. She will work the issue and e-mail it out to the Commission.

Nancolas suggested that the report be made prior to any committee hearings. The consensus was yes and Representative Wills can probably be of assistance.

John Norris of the Military Division arranges reports to the Legislature; Goldsmith can work with him to coordinate the Commissions report to the Legislature if that is the Commissions desire. The Commission concurred that that was a good option. It was also recommended that Commissioner/Representative Wills be involved.

The report will be 'handed' to the Legislature and then there will be a follow up condensed verbal presentation. Nancolas will make the presentation but is also looking for other members to assist and help field any questions. There was also a consensus that as many members of the Commission as can attend do so to represent a united front.

Cronin raised the issue of the Strategic Plan to include annual goals and objectives.

Nancolas stated that the surveys of PSAPs and their recommendations will be a good resource for this and help focus on the next steps. Getting our legislation passed will also play a large part in it. "A Vision without a Plan is only a dream. A Plan without a funding mechanism is a Hallucination."

The template and draft that Goldsmith sent out is a good first draft. Moore suggested that the Legislature will probably want to see it and suggested that a sub-committee write it.

Goldsmith will follow up with Lynda Lyons and the two vice-chairs and get a recap on the PSAP standards for the report.

Cronin said that part of the purpose of the October 29 - November 1, 2007 National Association of Statewide 911 Administrators (NASNA) meeting that she and Goldsmith attended, was to begin work on the US DOT State Model 9-1-1 Plan. NASNA members agreed to work with the US DOT and its consultant to identify the elements of such a plan. When the model is completed and published it will serve as an example of a workable, commonly accepted process for states to achieve the goal of enhanced 9-1-1 capability.

As benchmarks of the model plan development are met, Goldsmith will incorporate the information into his monthly Program Manager's Reports.

Goldsmith asked about Senator Broadsword's draft legislation and had Baker and or Wills made any contact with her regarding that legislation and our proposed legislation. Baker reported that there has not been any contact that she is aware of but that she will follow up.

Baker gave the Commission a draft copy of a letter that will be sent to service providers. The database does not yet exist; Baker and Goldsmith will e-mail the information to Gayle Alvarez for compilation and creation of the database.

Regarding the date and time of the presentation to the Legislature, Goldsmith will send out an e-mail with all the necessary information.

New Business

Future Meetings:

- February 7, 2008. (Gowen Field, Bldg 440, room 276-reservation confirmed)
- March 6, 2008. Goldsmith and Berry will just returning from Washington DC. Commission discussed other date options. Goldsmith will send out a straw e-poll regarding the 7th of March. The date will be voted on at the February meeting.
- April 3, 2008. The Commission discussed having the meeting in Orofino. Goldsmith reported that the Best Western there is a nice facility and a conference room can be rented for \$300; it can hold 225 people. Coffee, tea, etc., is included in the price. Cost of rooms runs \$70 per night. Air fare to Lewiston runs about \$160. There is also the possibility of the state plane. Goldsmith will look into the state plane matter.

MOTION: Moore moved and Gainor seconded that the Commission hold its April meeting in Orofino on April 3, 2008; Goldsmith is to make the necessary reservations. The motion passed.

Open Comment Period

Nancolas asked if anybody in the galley or attending via teleconference had any questions or comments.

Bill Miller of the Idaho Aviation Association asked about the draft legislation and what it would do. Baker reported that it proposes allowing the counties to add 25 cents to the current 911 fee which would raise the fee to \$1.25. Nancolas added that the Commission is funded by 1% of the current 911 fee which is collected by each county and forwarded to the Commission. The quarter would then replace the 1%. The 1% would go back to the counties, money that they need. It is anticipated that this would generate roughly 4 Million dollars per year for the counties. This money would be used to assist those counties who do not have E911 and in some instances phase 1. The money would be distributed on a grant basis.

Bill Miller followed up with a question about Enhanced 911. Goldsmith reported that it was the ability for emergency providers to receive the callers name, phone number and wireline address. It also provides a recommended response units to that address.

Moore stated that his office was hit by a computer virus which shut down their system. If any e-mails sent to him are returned (bounce), please fax him the information.

MOTION: Moore moved and Cronin seconded that the Commission adjourn. The motion passed.

Garret Nancolas
Mayor, of Caldwell, Commission Chairman

Gayle E. Alvarez, Administrative Assistant
Military Division